

2016 INDIANA GOVERNOR'S ENVIRONMENTAL EXCELLENCE AWARD

NARRATIVE GUIDE

PART I: INSTRUCTIONS FOR A SUCCESSFUL NOMINATION

Each Nominee must submit the [GOVERNOR'S AWARD NOMINATION COVER PAGE](#) and a Narrative using this guide. Because nominations are evaluated by a wide variety of reviewers, to the extent possible, nominees should write in plain language and avoid the use of technical jargon. Nominations **MUST** provide clear, measureable and documented metrics and adhere to the format requirements when communicating these metrics (Measurable Benefits section).

Use the following as suggestions when developing the nomination and include all that are applicable:

I. General Project Description (maximum 3 pages):

- Provide a comprehensive description of the project, including location (street, city, county).
- Include a description of how the project protects the environment or increases the sustainable use of Indiana's natural resources.
- Include a description of any economic and social benefits achieved by the project.
- Identify what motivated the facility or organization to undertake the project.
- Describe any outreach and/or training efforts used and how those efforts benefitted the project.

II. Innovation, Environmental Stewardship, and Partnerships (maximum 1 page): Depending on the nature of the project, address all of the following that are applicable in describing:

- What makes the project innovative, sustainable or how have creative or unique partnerships been developed?
- What makes it distinct from other similar projects being implemented by others?
- How have the partnerships resulted in constructive solutions to environmental challenges?
- What measureable environmental, economic or social benefits have resulted because of the project?
- How has the project increased the sustainable use of Indiana's natural resources?
- How has the project increased the organization's capacity to advance environmental stewardship?
- How has an academic or educational project contributed to a trained workforce that is advancing innovation and/or environmental stewardship?

ENVIRONMENTAL EXCELLENCE DEFINITIONS		
Innovation – Those practices that exemplify outstanding creativity; introduce new approaches or advance emerging technologies. Environmentally sound and economically feasible projects that demonstrate successful application of new practices and tools that result in measurable environmental benefit and economic viability. Practices serve as a model for others.	Environmental Stewardship – Those practices that demonstrate a shared responsibility for environmental quality by all whose actions affect the environment. Organizations putting systems in place that will enable them to: <ul style="list-style-type: none">• Use resources efficiently• Reduce waste and minimize the negative impacts on the environment• Translate reduced consumption and waste into financial savings• Provide a healthy, more efficient and effective working environment	Partnership – Those practices that demonstrate a unique or creative relationship between two or more parties that allow them to work together to make better use of natural resources; develop innovative solutions or to advance sustainable actions that achieve measurable environmental and economic benefits.

III. Superior Practices (maximum 1 page):

- Describe how the project incorporated practices that achieve an environmental benefit beyond what could be achieved using standard techniques.
- If applicable, describe how the project achieved an environmental benefit by exceeding the applicant's regulatory requirements.
- Explain how the project, approach or technology is superior to what others are doing.

IV. Measurable Environmental, Economic and Social Benefits (maximum of 1 ½ pages):

In order to be considered, nominations MUST include documented metrics that are presented in the manner requested.

- Describe the significant environmental, economic and social benefits achieved as a result of the project or program. The list of metrics below has been provided as a starting point. This list is not meant to be all inclusive. Each metric category may not apply to every project or program and there may be relevant metrics that are not listed. It is important to note that presenting all relevant metrics in the manner suggested will add credibility to the nomination.
- For long-term projects (i.e., those initiated prior to 2013), metrics must focus on measurable benefits achieved in the past three years.
- To the extent that data is available, present metrics in absolute terms and include both a baseline value (with associated date) and an achieved value (with associated date). Providing a percent reduction is optional. However, including absolute data will make for a more competitive nomination. **Example:** The project resulted in a reduction of total non-transportation energy use from 225,000 KWh in 2010 to 190,000 KWh in 2013, a reduction of more than 15%.

Supply Chains and Procurement of Materials:

- ☐ Recycled content required (in pounds, tons or percentage)
- ☐ Hazardous or toxic materials used (in pounds or tons)
- ☐ Information about the suppliers' environmental performance such as if suppliers have any environmental certifications or Environmental Management Strategy (EMS)

Materials Reductions:

- ☐ Hazardous Materials replaced with non-hazardous materials (in pounds or tons)
- ☐ Ozone depleting substances replaced with non-ozone depleting materials (in pounds or tons)
- ☐ Non-renewable resources reduced (as appropriate)
- ☐ Total packaging used or reduced (in pounds or tons)
- ☐ Total water used and water use reductions (gallons)
- ☐ Total non-transportation energy saved (kWh, MWh or Btu/MMBtu)
- ☐ Transportation energy reductions (kWh/MWh, gallons, cubic feet)

Air Emissions:

- ☐ Volatile Organic Compounds reduced (in pounds or tons)
- ☐ NOx, Sox, PM2.5, PM10, Air Toxics reduced (in pounds or tons)
- ☐ Total greenhouse gases reduced

Water Discharges:

- ☐ Chemical Oxygen Demand or Biological Oxygen Demand reductions (in pounds or tons)
- ☐ Toxics reduction (in pounds or tons)
- ☐ Total suspended solids reduced (TSS) (in pounds or tons)
- ☐ Nutrient reductions (in pounds, tons or total nitrogen or phosphorus)
- ☐ Sediment reduction (in pounds or tons)

Waste Reduction:

- ☐ Hazardous or non-hazardous waste reductions and give management method used (in pounds or tons)
- ☐ Materials being reused, recycled or composted (in pounds or tons)

Land and Habitat Conservation and Protection:

- ☐ Habitat saved, protected and/or created (in acres)
- ☐ Open space protection or creation (in acres)
- ☐ Sensitive species protected or reintroduced (by name and quantity)
- ☐ Improvements to natural resource stewardship (describe)

Social Benefits:

- ☐ Improvements to working conditions such as reduced exposures, employee training in sustainable living, implementing sustainability programs for employees etc. (identify and provide absolute numbers to the degree possible, such as the number of staff trained)
- ☐ Benefits to employees for taking sustainable actions such as taking alternative or public transportation, car-pooling, driving a hybrid or electric car etc. (identify actions and provide the number of employees taking the actions and benefits received)
- ☐ Level of employee engagement in “greening” operations or work-place practices (provide specific descriptions and level of engagement)

Outreach, Education or Training Events:

- ☐ Workshops, meetings, conferences, training sessions (describe purpose and number of attendees)
- ☐ Behavior changes (describe specifically using absolute numbers if possible)
- ☐ Increased awareness or understanding of sustainable practices and actions (describe specifically using absolute numbers if possible)

Economic Benefits:

- ☐ Financial savings derived including materials, labor, energy, machinery, transportation, administrative, waste, management, other process costs etc. (in dollars)
- ☐ Ecosystem services such as energy savings, CO₂ capture value, air quality improvement value, storm water mitigation value, climate change mitigation value, aesthetic and property values (quantify benefits in terms of dollars saved or value generated)

V. Commitment and Leadership in Pursuit of Environmental Excellence (maximum 2 pages):

- Describe how the project demonstrates the applicant's commitment to sustainability and leadership to achieve and maintain innovative solutions to environmental and economic challenges.
- Describe written policies or management practices that demonstrate continued commitment and leadership in protecting the environment.
- Describe employee engagement, education or training aspects of the program/project.
- Describe any technical assistance provided or received and its effect on the project.
- Describe the organization's financial commitment and the financial commitment of the parent company or organization to the project beyond any grant or other outside funding source(s). Is the project self-sustaining and on-going?

VI. Transferability to Other Users (maximum 1/2 page):

- Indicate whether the program/project lends itself to replication by other organizations or individuals. Indicate whether any project activities or results are currently being shared with others.
- For long-term projects (i.e., those initiated prior to 2013), explain how the project serves as a model for other successful projects.

VII. Funding Sources (maximum 1/2 page):

- Describe and provide a breakdown of the organization's financial commitment, including the financial commitment of the parent company or organization to the project.
- Provide information about any creative financing techniques or examples of how additional funds were leveraged (i.e., grants, loans, donations etc.)
- Discuss the cost and economic benefits of your program; please be as specific as possible.

VIII. Other Details (maximum 1/2 page):

- Describe any new process, equipment or procedures developed specifically for this project.
- Discuss any operational, product or maintenance improvements as a result of the project.
- Include web-links, photos, illustrations and/or an easily understandable schematic that will assist reviewers in understanding the technical elements of the project.

IX. Supporting Information (if applicable):

As appropriate, provide links to additional photos, maps, diagrams, videos, press clips, letters only if these materials clearly support the nomination.